



High-Profile Information Technology Project Status Report

Department: Employee Trust Funds

Project Name: Transformation, Integration, Modernization (TIM) – Benefit Administration System (BAS)

Business Sponsor: Robert Conlin

Date of Report: 1/15/16

Reporting for Quarter: 10/1/2015

Project Start Date: March, 2014

Planned Implementation Date: 2018

Estimated Project Cost: \$25M

Amount Provided Through Master Lease: Most

Project Description – Enter a brief description of the project, including the business case for it and its major deliverables.

ETF is replacing all of its legacy, custom-built line-of-business computer applications with a single, highly-integrated system from Vitech Systems Group. Vitech's V3 application is already installed at over 20 public pension funds and 30 private sector companies. It is a functioning and highly configurable system specifically designed for pension, insurance and other benefits administration.

The Benefit Administration System (BAS) project will deliver functionality in three rollouts, or phases:

Rollout 1 - Imaging, workflow, and document management - Q4, 2015

Rollout 2 - Employer Reporting and Insurance Benefits - Q4, 2016 to Q1, 2017

Rollout 3 - Employee Benefit Processing Q3, 2018

Project Funding – Please describe all sources of funding for the project, which should add up to the estimated project cost cited above.

The Project funding has been made available through Department's SEG funds and via separate budget request for project staffing and funds with funding advanced through Master Lease. The \$25M estimated cost includes the \$22.2M vendor fees and software licenses and hardware needed to augment DET's infrastructure services.

Project Status – Determine the status for the Schedule and Budget categories below based on the guidelines on the right and described in more detail on page 2 of this document.

Insert an X in the column that best describes the status of the category. Add comments for that category as needed.

Additional comments are not required if the status is Green, but if a category has a status of Yellow or Red, describe the issues or problems and what actions the agency is taking to address them.

STATUS COLOR INDICATORS	
Green	On target as planned
Yellow	Encountering issues (e.g., Schedule or Budget over by 10% to 25%)
Red	Encountering problems (e.g., Schedule or Budget over by 25% or more)

Project Status Categories

Schedule Status

After experiencing some delays, Rollout 1 (R1) went live on November 9, 2015. Vitech is working on a plan to address the remaining bugs in R1. Given the delays in the delivery of Rollout 1 and the complexity of bridging/interfaces to our legacy systems, adjustments have been made to the overall schedule. The go-live of Rollout 2 is now scheduled for January 1, 2018.

Budget Status

Green	Yellow	Red
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The contract with Vitech is a fixed cost project. The technical infrastructure is being installed at the DET data center and will utilize DET services, with some ETF equipment purchased with Master Lease or administrative funds. The ETF TIM Steering Team (TST) is in discussions with Vitech regarding the adjusted schedule for Rollout 2 and what the implications to the project costs will be.

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Summarize Any Completed Major Tasks or Project Phases:

Rollout 1 of 3 went live on November 9. We are getting used to the new functionality delivered by R1. Work continues on mapping out the revised Rollout 2 project plan and applying the lessons we learned from R1 to that plan. The sprints for Rollout 2 are continuing according to plan.

Summarize Any Significant Project Changes Affecting Schedule, Budget or Scope:

For each change, describe what the change involved, when it was approved, and the reasons behind the approved change. The delay of Rollout 1 has shifted the Rollout 2 go-live to January 1, 2018. This shift in schedule will impact the overall project cost, but we still remain under budget at this time.

Additional Comments or Issues (optional):

If you have any additional overall status comments about the project (e.g., project news, accomplishments, emerging challenges or risks that could affect the project), please provide them here.
ETF and Vitech are making adjustments to staffing as the project progresses. We have concluded Lessons Learned discussions from Rollout 1, and are applying this information to our evolving Rollout 2 plan. The revised Rollout 2 plan calls for more sprints than originally expected. The team, including Vitech, are looking for ways to enhance our project plan by making it more interactive using Agile methods.

Project Status Category Guidelines

Schedule Status

Green – Indicates that the project or phase is on track for the targeted implementation date.

Yellow – Indicates that the project or phase may be falling behind and analysis needs to be done to determine if

Project Status Category Guidelines
the project can recover and still achieve the targeted implementation date, or if adjustments must be made to that date. Red – Indicates that the project or critical tasks <u>have fallen behind</u> schedule, and corrective action must be taken to still achieve the targeted implementation date or that date must be changed.
Budget Status Green – Currently on target with project budget. Yellow – Project is over budget by 10 to 25%. Red – Project is over budget by 25% or more.